



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

Reply to Northern Division Address

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

ATTORNEY ADMISSION CEREMONY INFORMATION

1. **Schedule Your Admission Ceremony.** Once your application is approved, you will receive an electronic notice to register for an admission ceremony using our ceremony registration page. **You must schedule and attend an admission ceremony within three months of our notice that your application has been approved; otherwise your application will be administratively closed.** You will receive an electronic reminder about the ceremony three days before your scheduled date.
2. **Rescheduling.** If you need to reschedule your ceremony, you may do so on our [admission ceremony registration page](#). If you fail to reschedule or to appear for admission within three months of your initial ceremony date, the Clerk's Office will administratively close your application.
3. **Day of the Ceremony.** The location of your ceremony will be posted on the court calendar on the website, as well as on the admission ceremony registration page. On the day of your admission ceremony, please arrive at the courthouse with your sponsor at 9:15 a.m. in Baltimore or at 9:45 a.m. in Greenbelt. When you arrive in the courtroom, check in with the courtroom deputy to ensure your name is on the list of admittees for that day. The ceremonies begin at 9:30 a.m. in Baltimore and at 10:00 a.m. in Greenbelt.

Additionally, you will receive an email reminder of the ceremony three days before the ceremony.

4. **Admission Certificate.** At the ceremony you will receive your certificate of admission, which includes your new bar number.
5. **Register for CM/ECF.** After your ceremony, you must register for CM/ECF. *See* [Clerk's Office Notice \(Nov. 8, 2011\)](#). You will receive an email from the Clerk's Office notifying you to register. Instructions for registering for CM/ECF are available on our website or by clicking [here](#).
6. **Update Contact Information.** Once you are admitted to the bar, you must notify the Clerk's Office of any change in your address. *See* Local Rule 701.3. Attorneys must update their contact information through CM/ECF. Instructions are available on our website or by clicking [here](#).